E-Mail ALPERSRU L/97

Subj: TRANSFER OF PMIS INPUT RESPONSIBILITY FROM CGPC TO PERSRUs AND
        HRSIC

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Purpose   This E-Mail ALPERSRU announces the transfer of
            responsibility for inputting reserve officer discharge and
            transfer to the Standby Reserve Inactive Status List (ISL)
            transactions.

            o Responsibility for completing these transactions will be
            shifted from Commander Coast Guard Personnel Command (rpm)
            to the officer's servicing PERSRU.

            Transfer of other responsibilities from CGPC (rpm) to HRSIC
            (RAS/MAS) are also discussed in this E-Mail ALPERSRU.

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Effective   Effective 1 May 1997, servicing PERSRUs shall be
Date   responsible for completing transactions to effect reserve
            officer discharge or ISL transfers.

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Procedure   Reserve Officers desiring discharge or transfer to or from
for Reserve the ISL will continue to submit letter requests to
Officer   Commander CGPC (rpm).
Discharges
and ISL   CGPC (rpm) will forward copies of approved discharge or
Transfers   transfer requests to the officer's servicing PERSRU for
            input in PMIS/JUMPS.

            Upon receipt of an approved request, the servicing
            PERSRU shall complete the SDA II Discharge or
            Transfer event.

            o   For ISL transfers, PERSRUs shall complete a departing
            and a reporting endorsement on orders transaction.

            o   The correct OPFAC for transfers to the ISL is xX-8750
            (Where XX equals the district ID where the officer will
            reside).

            o   For transfers from the ISL, PERSRUs~ will need to
            request a special download of tile member's database file
            from HRSIC's SDA II team (Phone (913) 357-3648). Due to

disk space considerations, database records for ISL members are not maintained in the PERSRUs local database.

o   PERSRUs shall not complete the discharge or transfer until receipt of authorization from CGPC (rpm).

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`Address   Responsibility for inputting the following transactions
Changes   will be transferred from CGPC (rpm) to HRSIC (RAS),
              effective 1 May 1997.

              HRSIC (RAS) will complete the following transactions upon
              receipt of notification from the reserve member/officer:

              O Address changes for retired reservists (RET-i, RET-2, and
                RET-3)

              O Address changes for personnel currently assigned to the
                inactive Status List (ISL XX-87500).

              Retired and ISL reservists should send address change
              notifications to HRSIC (RAS).

              Address changes for ready reservists (this includes members
              of the IRR and ASL) shall be input by the servicing PERSRU.

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Requests   Reservists shall be instructed to send retirement requests
for   to CGPC (rpm) for approval. CGPC (rpm) will forward
Retirement   approved requests to HRSIC (RAS) for entry into PMIS/JUMPS.

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Name   Reservists shall be instructed to send requests for name
Changes   changes or date of birth corrections to CGPC (rpm) for
and Date   approval. CGPC (rpm) will forward approval for these
of   actions to HRSIC (MAS) for entry into PMIS/JUMPS.
Birth
Corrections

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Notifying   Please pass this information on to your reserve customers.
Reservists   This will help avoid unnecessary delays in processing these
              transactions.

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Questions   Contact HRSIC's Customer Service Team at (913) 357-3540 if
              you have any questions.

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Released by   /s/
              M. OMATSU Executive Officer (Acting)